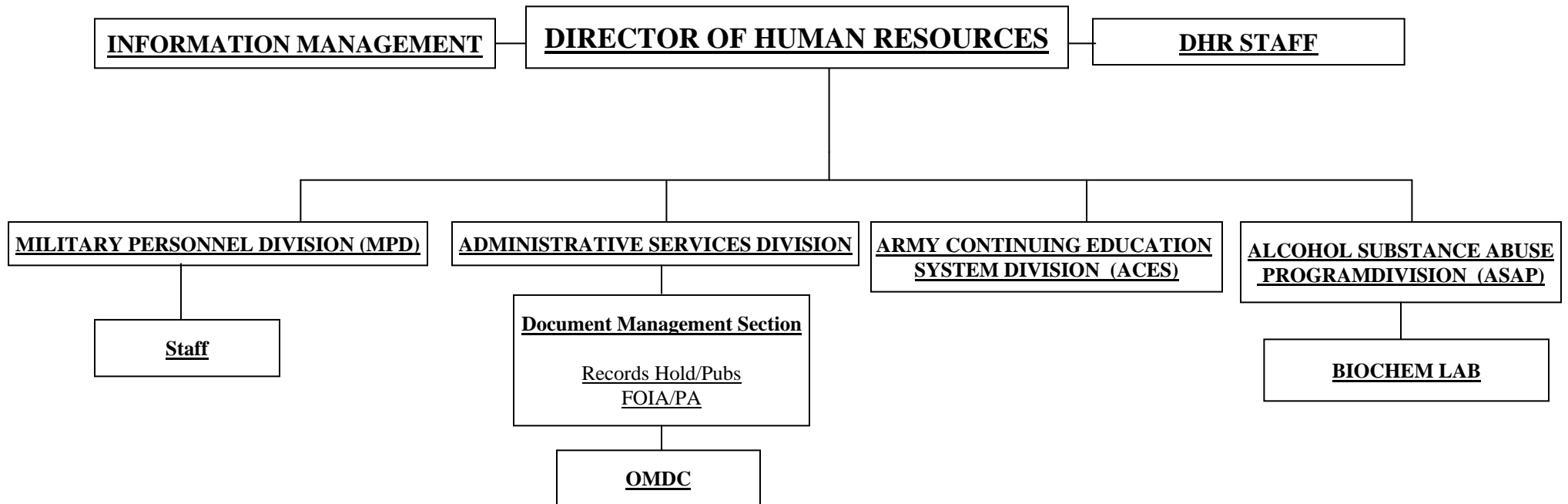




# Directorate of Human Resources



*Emulating the Spirit of the Fort Bragg Soldier*



# Military Personnel Division



## STUDENT SERVICES BRANCH

- In/Out processing
- Student PCS/TDY Orders
- Promotions
- Levy briefs
- DD214's
- MPF management
- Chapter/discharges

## STRENGTH MANAGEMENT BRANCH

- Reassignment Notification Process
- EFMP
- Deletion/ Deferment
- Passport Applications
- Change of station/confinement orders
- EMILPO
- DIMHRS

## PERSONNEL OPERATIONS BRANCH

- Casualty Operations/reporting/ assistance
- Mob/Demob Actions
- Compassionate reassignments
- Formal/ Informal LOD's
- Mortuary Affairs

## PERSONNEL PROCESSING BRANCH

- Officer/Enlisted Separations
- Issue Clearance Papers/Final Clearance
- Retirement Briefing
- Conduct Out processing Brief
- Demob Processing
- Chapters
- DD Form 214's Processing
- DEERS/RAPIDS
- Retiree/Dependent ID cards
- DA Civilian CAC
- Contractor CAC
- AD/AR/NG ID Cards
- Pre Retirement Brief
- Retiree Appreciation Day
- Retiree Council
- All Services to Retirees and Dependents

## ARMY CAREER ALUMNI PROGRAM

- Pre-Separation Counseling
- Transition Planning/Career Counseling Workshops
- Resume Services

## PERSONNEL SERVICES BRANCH

- MPF Services
- Promotion actions
- Statements of Service
- Flags/DFRS
- AWOLS'
- Soldier Applications



*Emulating the Spirit of the Fort Bragg Soldier*



# Army Continuing Education Services



## In/out Processing Center

- In-processing
- PCS
- Retirement
- Chapters
- ETS
- CRM Cases
- Demob

## eArmyU Education Center

- GoarmyEd/eArmyU counseling
- BSEP
- HSCP/GED
- ESL
- Foreign Lang TA
- College TA
- LSEP
- SOC
- VA-MGIB/VEAP
- eLearning
- Fin Aid
- Spouse TA (DOL-DoD)

## Testing Center

- Army Personnel Tests
- CLEP
- DSSTs
- Excelsior College Exams
- SATs/ACTs
- Other tests

## Army Learning Centers

- Academic Learning Center
  - Computers
  - Classroom
  - Tutors-Math & English
- MOS Libraries
  - ACCP
  - Research
  - Study Guides
  - Training
  - Self development activities



*Emulating the Spirit of the Fort Bragg Soldier*

---



# Army Substance Abuse Program



## SUBSTANCE ABUSE TRAINING PROGRAM

- Military Training
- ADAPT Training
- Military Substance Abuse training
- Health Awareness Days
- Organization Readiness Assessments
- Alcohol Substance Intervention Program
- Chapter/discharges

## SOLDIER RISK REDUCTION PROGRAM

- Data Collection
- Data/Trend Analysis
- Command Consultati Senior Leaders
- Prevention/Interventi on Activities
- Unit Risk Inventories
- Reintegration Unit Risk Invenory

## URINALYSIS TESTING PROGRAM

- Solider Testing
- Civilian Testing Designated Positions (TDP) Drug Testing
- Unit Prevention Leader Certification Training
- Unit Testing Inspection

## PROGRAM MANAGEMENT

- Monitoring Program Efficiencies
- Utilization of Various Excel Spreadsheet applications

## EMPLOYEE ASSISTANCE PROGRAM

- EAP Assessments
- EAP Referrals to Helping Agencies
- EAP Client Follow Up
- EAP Employee Training
- EAP Supervisor Training
- Coordination with CPAC MER; Unions; Local hospitals/clinics
- Visiting Local Clinics
- Job Site Visits



*Emulating the Spirit of the Fort Bragg Soldier*



# Administrative Services Division



## RECORDS MANAGEMENT BRANCH

- Freedom of Information Act (FOIA)
- Privacy Act (PA)
- Personally Identifiable Information (PII)
- Records Holding Area (RHA)
- Army Records Information Management System (ARIMS)
- Declassification of Military Records

## DOCUMENTS MANAGEMENT BRANCH

- Index of Documents and Publications
- Office Symbol Management
- Forms Management
- Controlled Forms
- Publications Management Center
- Army Correspondence
- Dictionary of US Army Terms Research

## OFFICIAL MAIL BRANCH

- Official Mail Management
- Unit Mailroom Inspections
- Personal Mail Coordination
- FEDEX Services
- Distribution Services
- Bulk Mail Service
- Liaison to US Postal Service (USPS)
- Locator Management Assistance
- Installation Postal Officer
- Street Address Management
- COR for Official Mail and Distribution Center NISH contract



*Emulating the Spirit of the Fort Bragg Soldier*

---